



City of South Bend

Vacancy Announcement

Post Date: Tuesday, June 29, 2015

Closing Date: Tuesday, July 14, 2015

DIRECTOR OF FINANCE

Category: Full Time

Department: Parks

Reports To: Director of Parks and Recreation

Schedule: 8:00 AM-5:00 PM, Monday-Friday. Hours may vary based on operational needs.

Pay Rate: \$49,000-\$59,000/yr. (Exempt)

Position: SUMMARY

Plans, coordinates and administers the fiscal operations of the Park Department.

SUPERVISION EXERCISED

Responsible for overseeing office functions and for the Financial Specialist II and III, Office Manager, Departmental System Specialist, and Part time employees as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages assigned operations, plans and organizes workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Develops short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies.
- Develops annual operating and capital budgets in conjunction with Director of Parks and Recreation based on directives from Mayor and the Department of Administration and Finance.
- Makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Serves as a fiscal liaison to boards, commissions, government agencies and community based groups.
- Manages departmental office operations.
- Oversees park systems specialist and computer systems.
- Acts as Executive Secretary for Board of Park Commissioners. Coordinates meetings, sends notifications to media, sets agenda, and records meetings.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assumes additional responsibilities as requested.
- Serves as member on various committees as assigned.

EDUCATION / QUALIFICATIONS:

- Required Bachelor Degree in Accounting
- Minimum- strongly preferred, three years of experience in managing fiscal operations.
- Working knowledge in overseeing IT department preferred.

KNOWLEDGE AND ABILITY:

- Working knowledge of City or County government a plus.
- Ability to communicate with supervisors, peers, or subordinates, providing information by telephone, in written form, e-mail, or in person.
- Ability to organize, plan, and prioritize work, developing specific goals and plans to accomplish work.
- Ability to coordinate the work and activities of others — Getting members of a group to work together to accomplish tasks.
- Working knowledge of Excel and Word, Rectrac, Naviline.

CERTIFICATES, LICENCE, REGISTRATION:

- Valid Indiana Driver's License required if driving City vehicle

EQUIPMENT:

Copier, facsimile machine, computer, telephone, calculator, radio equipment, automobile, cell phone, and pagers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus. or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire office is smoke free

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation.

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required

Comprehensive Background Check Required